

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

DATE: February 2008  
TO: All Assessing Officials  
FROM: Diana K. Boylls, Training Director  
RE: Level I and II Assessor-Appraiser Certification Course and Examination

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule which began in January, 2008. As required by the statute, these courses and examinations will be offered in several locations throughout the state.

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During the first sessions of the classes, you must attend the entire session to be eligible to take the exam. After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes.

## **Course Format**

The Level I course will consist of the following:

- Day 1** – Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3**– Continue Cost Approach
- Afternoon of Day 3** – Introduction to the Sales Comparison Approach
- Day 4** – Introduction to the Income Approach and Review
- Day 5** – Review and test

The Level II course will consist of the following:

- Day 1** – Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3** – Continue Cost Approach
- Afternoon of Day 3** – Sales Comparison Approach
- Day 4** – Income Approach and Review
- Day 5** – Review and test

Both courses will have take-home problems you may have to work in the evening and be ready to discuss the next morning.

Preparatory class work taken prior to January 2007 will not count toward the requirements of pre-exam course work.

**Classes will begin at 9:00 a.m. and end at 4:00 p.m. each day.**

### **Supplies to Bring With You:**

#### **For Level I:**

Please bring the 2002 Real Property Assessment Guidelines, Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

#### **For Level II:**

Please bring the 2002 Real Property Assessment Guidelines, Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

### **Registration:**

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated on the registration form no later than two weeks before the starting date of the class.** This will insure that adequate materials are available. If you do not pre-register, we cannot guarantee that materials will be available, even though space may be.

**If you need a copy of the 2002 Real Property Assessment Guidelines, please indicate on the registration form. Copies will be available at the class site, but only for those who request them in advance.**

### **Examinations**

The Level I and II examinations will consist of fill in the blank questions and problems. The test will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time. There will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

As always, the course and exam is open to all Indiana citizens at no charge. However, a registration form must be completed. You will be required to show a photo ID on the test day.

The objective of the Level I and Level II exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

**The exams will be open book, and will be based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam. The exam must be worked in pencil. Please do not plan to bring any ink pens with you on test day.**

**Passing grade is 70, and the test contains 100 points.**

If you have a physical impairment that will require special accommodations, please notify us in advance. Advanced notification will help us to best meet your needs. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

### **Registration Process**

Please complete the attached registration form and return it by the deadline.

The classes/exams will be offered on a regular rotating basis throughout 2008. A complete schedule is available on our website at [http://www.in.gov/dlgf/local/cont\\_ed.html](http://www.in.gov/dlgf/local/cont_ed.html).

Please indicate your choice of locations by placing a check mark or "x" next to the location you desire.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

### **Other Information**

The Level I course/exam will be offered four times during the year. The Level II course/exam will be offered five times during the year in the weeklong format, and twice on five consecutive Saturdays.

Please feel free to dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Please feel free to bring any kind of snacks with you. You may also bring lunches, if you wish. There will be plenty of room in the classrooms for small coolers. You may also bring any type of non-alcoholic beverages you might want.

### **Schedule**

This registration form will cover the courses/exams for late March, April, May and June, 2008. Another registration packet will be sent in early June to cover July, August and September.

## DIRECTIONS TO THE TRAINING LOCATIONS

### Evansville - Executive Inn (812) 962-1046

600 Walnut Street, Evansville, IN 47708

Directions: Take I-70 West to US 41/US 150 Exit 7. Turn south on US 41/US 150 toward Evansville/Terre Haute. Continue to follow US-41 South. Merge onto IN 62 W/E Lloyd Expressway toward Roberts Stadium/University of Southern Indiana. Take the ramp toward First Ave/ML King Jr Blvd. Stay straight to go onto West Division Street. Turn left onto NW Martin Luther King Jr Blvd/Mary Street. Continue to follow NW Martin Luther King Jr Blvd. Turn right onto Walnut Street.

### Huntington - North Star Civic Center (260) 356-4426

2824 Theatre Ave, Huntington, IN 46750

Directions: Take I-69 north to Indiana Road 5. Take Indiana Road 5 through Huntington. After you cross Highway 24, turn left onto Hauenstein Road. Follow Hauenstein Road to Theatre Road and turn right. The North Star Civic Center is located on the left-hand side behind East Chicago Pizza.

### Indianapolis - Holiday Inn East (317) 359-5341

6990 E 21<sup>st</sup> Street, Indianapolis, IN 46219

Directions: Take I-70 east to the Shadeland Ave Exit. Turn south on Shadeland to 21<sup>st</sup> Street. The Holiday Inn is on your right-hand side. If you are coming from the north or south on I-465, take the Shadeland Avenue exit, and follow Shadeland Avenue to 21<sup>st</sup> Street. Turn west (right from the north, left from the south) onto 21<sup>st</sup> Street.

### Jasper Inn and Convention Center (812) 482-5555

951 Wernsing Road, Jasper, IN 47546

Directions: Coming from either north or south on US 231 turn on Wernsing Road (access road running behind hotel) and follow to hotel. Hotel is located on the south side of Jasper and faces US 231.

### Plymouth - Marshall County Building, Room 307 (574)935-8545

112 W Jefferson, Plymouth, IN 46563

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

### Seymour – Quality Inn (Formerly Holiday Inn) (812) 522-6767

2025 E Tipton Street, Seymour, IN 47274

Directions: The Quality Inn is located on the north side of US 50, approximately ½ mile west of the intersection of US 50 and I-65. The exit is 50B. Coming from the north or south on I-65, take Exit 50B towards Seymour. The hotel will be on your right about two blocks from the interstate.

### Valparaiso – County Administration Center

155 Indiana Avenue, Valparaiso, IN 46383

Directions: From US 30, turn north on South Washington Street (IN-2). Then turn right on E Indiana Avenue. IN-2 becomes S Washington Street if you are coming from the southwest and you can follow it all the way to E Indiana Avenue. If you are coming either north or south on US 421, turn west onto US 30 and follow the same directions.

2008 SECOND QUARTER  
COURSE/EXAM REGISTRATION FORM

Name: \_\_\_\_\_ Maiden: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Title: \_\_\_\_\_ (If vendor, please list company)

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please register me for the following courses/exams that I have indicated below:

**Level I:**

May 12 through May 16, County Administration Bldg., Valparaiso

\_\_\_\_\_

May 12 through May 26, Jasper Inn & Convention Center, Jasper

\_\_\_\_\_

May 19 through May 23, Executive Inn, Evansville

\_\_\_\_\_

May 19 through May 23, Holiday Inn East, Indianapolis

\_\_\_\_\_

June 2 through June 6, Quality Inn, Seymour

\_\_\_\_\_

June 2 through June 6, North Star Civic Center, Huntington

\_\_\_\_\_

**Level II:**

March 24 through March 28, Executive Inn, Evansville

\_\_\_\_\_

March 24 through March 28, Holiday Inn East, Indianapolis

\_\_\_\_\_

April 7 through April 11, County Administration Bldg., Valparaiso

\_\_\_\_\_

April 7 through April 11, Quality Inn, Seymour

\_\_\_\_\_

~~April 14 through April 18, Jasper Inn & Convention Center, Jasper~~

cancelled

April 21 through April 25, North Star Civic Center, Huntington

\_\_\_\_\_

**March 29 through April 26 (5 consecutive Saturdays), Holiday Inn  
East, Indianapolis**

\_\_\_\_\_

June 9 through June 13, County Administration Bldg., Valparaiso

\_\_\_\_\_

June 9 through June 13, Jasper Inn & Convention Center, Jasper

\_\_\_\_\_

June 16 through June 20, Holiday Inn East, Indianapolis

\_\_\_\_\_

June 23 through June 27, Quality Inn, Seymour

\_\_\_\_\_

June 23 through June 27, North Star Civic Center, Huntington

\_\_\_\_\_

June 23 through June 27, Executive Inn, Evansville

\_\_\_\_\_

**I wish to sign up for the EXAM ONLY at the following location and date:**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Books and Manuals:**

Please reserve the following manual for me:

(Manual will be available at the test site, if reserved. There is no charge for assessing officials, but vendors must pay a \$25 fee each.)

2002 Real Property Assessment Guidelines and Manual: \_\_\_\_\_ copies

\_\_\_\_\_

Please **mail or fax** both pages to:

Diana Boylls, Training Director  
Department of Local Government Finance  
Indiana Government Center North  
100 N Senate Avenue Room N1058  
Indianapolis, Indiana 46204.

Fax number is 317/232-8779.

Please do not e-mail registration forms since the e-mail may not be read in time for the registration deadline.